

A.D. 9.3, Inmate Admissions, Transfers and Discharges
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1. Policy. The Department of Correction shall ensure that admissions, transfers and discharges occur in an accurate and consistent manner.
2. Authority and Reference.
 - A. Connecticut General Statutes, Sections 7-135, 18-81, 18-93, 53-21, 53a-13, 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b, 54-97, 54-102g, 54-102h and 54-102r.
 - B. American Correctional Association Standards for Adult Correctional Facilities, Third Edition, January 1990, Standards 3-4093, 3-4100, 3-4165, 3-4182, 3-4272, 3-4279, 3-4316, 3-4393.
 - C. American Correctional Association Standards for Adult and Local Detention Facilities, Third Edition, March 1991, Standards 3-ALDF-1E-02, 3-ALDF-1F-04, 3-ALDF-1F-07, 3-ALDF-1F-08, 3-ALDF-2G-03, 3-ALDF-3A-16, 3-ALDF-4A-04, 3-ALDF-4E-19 and 3-ALDF-4G-07.
 - D. Administrative Directives 3.11, Gate Money; 4.2, Sentence Computation and Time Keeping; 6.4, Transportation and Supervision of Inmates; 6.6, Reporting of Incidents; 6.7, Searches; 6.10, Inmate Property; 9.1, Population Management; 9.2, Inmate Classification; 9.10, Inmate Identification and Movement; and 10.7, Inmate Communication.
3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Admission. The intake processing of an inmate into the legal custody of a correctional unit.
 - B. Closed Account. A discharged inmate's account with no balance.
 - C. Commitment. The court order remanding an inmate to the legal custody of the Department of Correction.
 - D. Direct Admission Facility. A correctional or reception center designated to receive inmates committed by the courts.
 - E. Discharge. The release of an inmate from the legal custody of the Department of Correction.
 - F. Gate Money. A predetermined amount of money given to an inmate upon discharge.
 - G. New Admission. The initial intake of an offender, committed by the courts, to the Department of Correction.
 - H. Transfer. Movement of an inmate from one correctional unit to another.
4. Admission Area. Each correctional facility shall have an area specifically designated for admitting, receipt processing and discharging inmates.

Each direct admission facility shall provide for the following accommodations: bathing and toilet areas; potable water; secure maintenance of inmate property; access to monitored and privileged telephone services; private screening and intake areas; and on-line booking computer terminals.

5. Admissions. Each unit shall ensure the following:

- A. Authorized Commitment. One (1) or more of the following legal commitments or official documents shall be required prior to the new admission of an inmate to a Department of Correction facility:
1. Continuance Mittimus;
 2. Judgment Mittimus;
 3. Remand to Custody;
 4. Bench Warrant;
 5. Family Matters Mittimus;
 6. Capias;
 7. Governor's Warrant;
 8. Interstate Agreement on Detainers; and
 9. Temporary Surrender.
- B. Authorized Transfer. A copy of the Department RT15 transfer form and the RT50 form, with a photograph of the inmate, shall be presented to the receiving facility prior to an inmate being admitted to the facility on a transfer.
- C. Identification. Identification of the committing agent or transporting staff member shall be established prior to admittance to the secured admitting area. Identification of each inmate shall be established prior to the admission of the offender to the custody of the receiving correctional facility.
1. The identification of new admission inmate shall be verified as the inmate stated on the commitment papers.
 2. The positive identification of a transferred inmate shall be established as that of the inmate on the transfer form in accordance with Administrative Directive 9.10, Inmate Identification and Movement.
- D. Search and Shower. Upon admission to a correctional facility each newly admitted or transferred inmate shall be searched in accordance with Administrative Directive 6.7, Searches, and at a minimum, each new admission inmate, shall shower with the appropriate pediculosis control shampoo with the exception of pregnant inmates who shall be provided an alternative process of kwellling by a Physician or Physician Extender.
- E. Property Inventory. Upon admission to a facility an inmate's property shall be inventoried and handled in accordance with Administrative Directive 6.10, Inmate Property.
- F. Inmate Data. Each Unit Administrator shall ensure that the Inmate Admission Form, CN 9301, or RT05A/RT05R, is completed and/or updated within three (3) business days for each inmate admitted to the facility. The completed form and/or a hard copy of the RT50 computer screen shall be placed in the inmate's file. A trained staff member shall verify and update information for all appropriate computer screens in accordance with Administrative Directive 4.2, Sentence Computation and Time Keeping, for each admitted inmate.
- G. Medical Evaluation. Prior to admission, each inmate shall be visually screened and interviewed by admitting staff to check the offender for any obvious health problems. Health Service staff and/or the Shift Commander shall be contacted upon discovery of any health related problems to determine if an inmate may be refused admittance to the facility due to the problem. No new

admission inmate shall be admitted if a serious health problem exists. It shall be the responsibility of the committing agent to provide treatment prior to admission.

- H. Refusal of Inmate. An inmate may be refused admission to a facility if the conditions of Section 5 are not met. Such refusal shall be documented through the completion of an incident report, with photographs, whenever possible, in accordance with Administrative Directive 6.6, Reporting of Incidents.
 - I. Medical Intake Screen. The Department of Correction Medical Intake Form, CN 9302, shall be completed, by a Health Services staff member or designee, for each new admission to the Department.
 - J. Mail and Phone Regulations. A new admission inmate shall be requested to sign the Notification and Acknowledgment for Inmates, CN 100701, in accordance with Administrative Directive 10.7, Inmate Communication, prior to making a phone call.
6. Transfers. Each inmate shall be transferred in accordance with Administrative Directives 6.4, Transportation and Community Supervision of Inmates; 6.7, Searches; 6.10, Inmate Property; 9.1, Population Management; 9.2, Inmate Classification; and 9.10, Inmate Identification and Movement.
- A. Facility Transfers. At a minimum, the following steps shall be followed prior to transferring an inmate to another correctional facility:
 - 1. the inmate's identification shall be verified in accordance with Administrative Directive 9.10, Inmate Identification and Movement;
 - 2. the master file shall be reviewed to check for warrants, detainers, pending court cases, release date confirmation, classification ratings, and any other information that may affect the transfer;
 - 3. the RT15 and RT50 shall be compared for accuracy;
 - 4. the transfer authorization shall be confirmed by a custody supervisor;
 - 5. the Transfer and Discharge Checklist, CN 9303, shall be completed; and
 - 6. all requirements of sexual offender registration are satisfied when transferring from a higher level facility to a Level 2 facility.
 - B. Community Transfer. At a minimum, the following steps shall be completed prior to transferring an inmate to the community, to include furloughs:
 - 1. the inmate's identification shall be verified in accordance with Administrative Directive 9.10, Inmate Identification and Movement;
 - 2. the master file shall be reviewed to check for warrants, detainers, pending court cases, release date confirmation, classification ratings, and any other information that may effect the transfer;
 - 3. the RT15 and RT50 completed and compared for accuracy;

4. the transfer authorization shall be confirmed by a custody supervisor;
 5. the RTM1 screen shall be completed and acknowledgment of such shall be confirmed between the sending unit's administrator/designee and the field office;
 6. the Transfer and Discharge Checklist, CN 9303, shall be completed; and
 7. all requirements of sexual offender registration are satisfied as applicable.
 8. for a transfer to a residential community program, a Facility to Residential Program Transfer Acknowledgement, CN 9304, shall be initiated.
 9. For a transfer to a residential community program, Health Services (medical and mental health) shall be notified.
7. Registration of Sexual Offenders. The Director of Offender Classification and Population Management shall issue and revise as necessary guidelines for the registration of sexual offenders.
8. Discharges. No inmate shall be discharged from the Department of Correction until it is established that the inmate has satisfied all legal commitment requirements. At a minimum, the following steps shall be followed prior to discharging an inmate:
 - A. A check of the inmate's master file to ensure that the requirements of sexual offender registration have been satisfied.
 - B. The inmate's identity shall be verified, and a new photograph taken, in accordance with Administrative Directive 9.10, Inmate Identification and Movement.
 - C. A warrant and detainer check shall be conducted.
 - D. The discharge authorization shall be confirmed by the Unit Administrator or designee.
 - E. Expiration of sentence shall be verified by the records office.
 - F. The Transfer and Discharge Checklist, CN 9303, shall be completed.
 - G. An RT50 shall be generated and compared to the inmate being discharged.
 - H. A copy of the Certification of Discharge, CN 9305, shall be provided to the inmate.
 - I. For inmates discharging from Parole, the Parole Notification, CN 9306 and the Certification of Discharge, CN 9305, shall be sent to the District Parole Supervisor 45 days prior to the parolee's discharge date by the facility or community enforcement office with jurisdiction over the inmate.
9. Medical Procedures for Discharge Planning.
 - A. Inmate Discharge. Record's staff shall provide a 45-day End of Sentence List to the Medical Unit. The CHNS is responsible for completing a W-10 for an inmate as close to the discharge date as possible, have it sealed in an envelope with a confidential sticker and hand delivered to the Record Specialist, which will be attached to the Transfer and Discharge Checklist, CN 9303. Discharge medication shall be ordered as necessary. In facilities with 24-hour health services coverage, discharge medications will be dispensed to the inmate with instructions by medical staff upon release. In facilities with less than 24-hour coverage, medication

instructions will be reviewed with the inmate, the day prior to discharge, which shall be documented in the inmate's medical file. The discharge medications with written instructions will be placed in a lockbox in the Shift Commander's office to be provided to the inmate upon discharge.

- B. Community Release. The above procedure shall be followed for inmate's being released to a community release program. A hold may be placed on an inmate with a medical or mental health 3 or 4 for up to 72 hours so that medications can be delivered prior to release.
 - C. Parole Release. The Records staff shall notify the Medical Unit of an inmate being released on Parole. The CHNS shall be responsible for completing the W-10 form and having it hand delivered to the Record Specialist in an envelope sealed with a confidential sticker. Medication shall then be ordered to the facility closest to the inmate for pickup.
 - D. Inmates Leaving From Court. Inmates shall be provided an Information Card which will state to call the facility for medical information.
10. Closed Accounts. Thirty days prior to discharge, an Inmate Request for Account Balance Form, Attachment A, shall be submitted by a staff member to inmate accounts to release an inmate's balance of account. Upon release or discharge, the inmate's account balance shall be given to the inmate, or made available by the next business day. If the check is not picked up the next business day, it is mailed to an address provided by the inmate. The reconciling and check cutting transactions shall close the account. Closed account records shall be retained until audited by the Auditors of Public Accounts.
11. Gate Money. Thirty days prior to discharge, a Gate Money Request Form, Attachment B, shall be submitted, in accordance with Administrative Directive 3.11, Gate Money, to inmate accounts for eligible discharging inmates. Upon discharge, the gate money check shall be given to the inmate. In the event the inmate does not receive it upon discharge, the gate money will not be forwarded.
12. Discharge Planning Policy. The Discharge Planning Checklist, CN 9307, shall be initiated by the records department 45 days prior to an inmate's discharge. The checklist shall then be forwarded to the inmate's unit counselor to ensure that arrangements will be made in the following areas to ensure a smooth transition into the community:
- A. DNA Registration, if applicable;
 - B. Medication;
 - C. Transportation;
 - D. Discharge clothing;
 - E. Identification;
 - F. Housing;
 - G. Inmate account and gate money; and
 - H. Aftercare program referrals, i.e., mental health and addiction services.

Each facility shall, in accordance with this Directive, develop and maintain a unit policy governing the procedure for community release placement and discharge to provide a continuum of care into the

community.

13. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.